

STATE OF HAWAII
Department of Labor and Industrial Relations
Personnel Office
830 Punchbowl Street, Room 312
Honolulu, Hawaii 96813

CHANGE OF INFORMATION

Please use this form to change or correct your name, address, telephone number, availability, and other information on your application and sign and return it to the above address. **Your changes will replace the previous information on record.**

Please Print Clearly

Name used on our records:

Last

First

Middle Initial

Signature _____ Date _____

I. PERSONAL INFORMATION

A. Your New Name: _____
Last First Middle Initial

B. Your New Mailing Address: _____
City: _____ State: _____ Zip Code: _____

C. Your New Home Number: _____ Other: _____

II. REINSTATEMENT

*I understand my name has been suspended from the eligible list(s). I would like to be **reinstated to the list of eligibles** for the following Recruitment Number(s) for referral to vacancies.*

Job Title: _____ Recruitment Number: _____

Job Title: _____ Recruitment Number: _____

Job Title: _____ Recruitment Number: _____

Job Title: _____ Recruitment Number: _____

(over)

III. EMPLOYMENT CONDITION CHANGES

I would like to change my availability for the employment condition(s) and/or geographic location(s) for the following recruitment(s):

Job Title: _____ Recruitment Number: _____

Job Title: _____ Recruitment Number: _____

Job Title: _____ Recruitment Number: _____

Job Title: _____ Recruitment Number: _____

Please complete a separate Change of Information form if you wish to indicate different employment condition(s) and/or geographic location(s) for other recruitments/levels.

This information will replace your previous selections.

a. EMPLOYMENT CONDITIONS

- | | | |
|--|------------------------------------|------------------------------------|
| 1. Permanent job | <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time |
| 2. Temporary job of 3 to 9 months | <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time |
| 3. Temporary job of more than 9 months | <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time |
| 4. Shift Work | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Jobs at a Hospital | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Jobs at a Correctional Facility | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. A job at a lower rate of pay | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

b. GEOGRAPHIC LOCATIONS

OAHU

- ☐ **Ewa** (Includes Makakilo, Kapolei, Barber's Point, Ewa Beach)
- ☐ **Waipahu to Aiea** (Includes Waikele, Waipio, Pearl City)
- ☐ **Halawa to Kalihi** (Includes Aliamanu, Airport, Salt Lake, Moanalua, Mapunapuna, Kapalama, Palama, Sand Island, Iwilei)
- ☐ **Downtown** (Includes Nuuanu, Pauoa, Makiki-Kapiolani, Ala Moana)
- ☐ **Manoa to Kahala** (Includes McCully, Moiliili, Waikiki, Kapahulu, Kaimuki, Waialae, Palolo)
- ☐ **Aina Haina to Hawaii Kai**
- ☐ **Waimanalo / Kailua**
- ☐ **Kaneohe to Kualoa** (Includes Kahaluu, Waiahole, Waikane)
- ☐ **Kaaawa to Kahuku** (Includes Punaluu, Hauula, Laie, Kuilima)
- ☐ **North Shore** (Includes Waimea, Haleiwa, Waialua)
- ☐ **Wahiawa / Kunia / Mililani**
- ☐ **Waianae Coast** (Includes Nanakuli, Maili, Waianae, Makaha)

HAWAII

- ☐ **Hilo** (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe)
- ☐ **Honokaa / Hamakua** (Includes Ookala, Paauilo, Paauhau, Haina, Kukuihaele)
- ☐ **Kamuela / Kohala / Waikoloa** (Includes Halaula, Kapaau, Hawi, Kawaihae)
- ☐ **Kona** (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau)
- ☐ **Ka'u** (Includes Ocean View, Naalehu, Pahala)
- ☐ **Puna** (Includes Hawaii Volcanoes National Park, Volcano, Mountain View, Kurtistown, Keaau, Pahoa, Kapoho)

MAUI

- ☐ **Wailuku / Kahului** (Includes Puunene, Paukukalo, Waiehu, Waihee)
- ☐ **Lahaina**
- ☐ **Maalaea / Kihei / Wailea**
- ☐ **Hana**
- ☐ **Makawao** (Includes Pukalani, Haliimaile, Haiku, Paia)
- ☐ **Kula**

KAUAI

- ☐ **Lihue** (Includes Hanamaulu)
- ☐ **Kapaa** (Includes Wailua, Kealia, Anahola)
- ☐ **Hanalei** (Includes Kilauea, Princeville, Haena)
- ☐ **Waimea** (Includes Kokee, Kekaha, Kaumakani, Hanapepe, Eleele, Port Allen, Kalaheo)
- ☐ **Koloa** (Includes Lawai, Omao)

LANAI

- ☐ **Lanai City**

MOLOKAI

- ☐ **Kaunakakai** (Includes Maunaloa, Hoolehua, Kualapuu)
- ☐ **Kalaupapa**